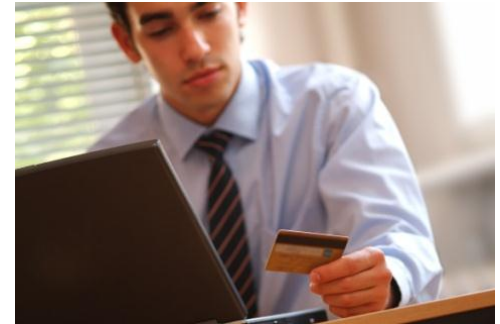


Cardholder Readiness

PaymentNet® Migration



What Cardholders Need to Know to Result in a Successful Migration

Why Change to a New Platform?

What is happening to Legacy PaymentNet?

- It is being sunsetted after almost 15 years

Why?

- Technical Advances
- Increased Functionalities

Who is impacted?

- Everyone who logs on to PaymentNet. See slide #12 for more information.

What's replacing Legacy PaymentNet?

- An updated platform
- New User Interfaces

When is this happening?

- Monday, January 20. You will no longer have the ability to access PaymentNet Legacy

...and then what happens?

Similar Processes

Easier Navigation

Enhanced Support Options

Increased Functionality and Features

What is New in PaymentNet?

NEW for CARDHOLDERS

Feature	Notes
Register Computer	Each computer must be registered
Log Off	System will log off after 15 minutes of non-activity and/or 8 hours of activity
Message Pane	Items Awaiting Your Action
Splitting Transactions	New Add and Delete functionality when editing splits

What has Changed in PaymentNet?

CHANGES for CARDHOLDER

Feature	Notes
Welcome Page (Home Page)	Modularized with Icons
Addendum Detail	Level II and III automatically populate
<u>Splitting Transactions</u>	Reconcile and Approve at the Line Item Accounting Level vs Transaction Level. Can be further divided by number of units, percentage or dollar amount.
Line Item Detail Icons	Only Addendum Details and Dispute Status Icons
Date Formats	Displays in mm/dd/yyyy
Statements	Available 48 hours after billing cycle ends
Statements	Maximum 40 pages per PDF file
Report Format	Optimized Excel format is available for some reports

What is NO Longer Available in PaymentNet?

NO LONGER AVAILABLE for CARDHOLDERS

Feature	Notes
Reports	No MS Word Option
Notes Icon	No longer Visible on Transaction List

The screenshot shows the J.P. Morgan PaymentNet interface in a Windows Internet Explorer browser. The address bar shows the URL <https://www3.paymentnet.com/PNet/ranger.asp>. The page title is "Transaction List (Custom View)". The menu bar shows "Menu: ===== Transactions =====" with a "go" button. The page has a "Go to page 1 of 1" link. Below the menu, there are buttons for "Create Export File>", "Create Secured Export File>", "Save Query>", "Create Query>", and "Mass Update>". The transaction list table has the following columns: Row, Trans ID, Reviewed, Approved, Transaction Date, Post Date, Employee Last Name, Employee First Name, Merchant Name, Transaction Amount, Enter Sales Tax (NO \$ symbol), Sales Tax Amount, Svc/Tax No Exempt, No Receipt, Fund, and Dep. The first row of the transaction list is highlighted, and a red arrow points to the "Posted" icon in the "Trans ID" column. The first row data is: Row 1, Trans ID 1, Reviewed [checked], Approved [checked], Transaction Date 10/21/2013, Post Date 10/23/2013, Employee Last Name PROCUREMENT, Employee First Name ADMIN, Merchant Name OFFICE DEPOT #5101, Transaction Amount \$12.78 0, Enter Sales Tax (NO \$ symbol) \$0.96, Svc/Tax No Exempt [checked], No Receipt [unchecked], Fund 001, and Dep 135. The footer shows "Copyright© 1997 - 2014 J.P. Morgan Chase & Co. All rights reserved."

Row	Trans ID	Reviewed	Approved	Transaction Date	Post Date	Employee Last Name	Employee First Name	Merchant Name	Transaction Amount	Enter Sales Tax (NO \$ symbol)	Sales Tax Amount	Svc/Tax No Exempt	No Receipt	Fund	Dep
1	1	[checked]	[checked]	10/21/2013	10/23/2013	PROCUREMENT	ADMIN	OFFICE DEPOT #5101	\$12.78 0	\$0.96	[checked]	[unchecked]	001	135	

Navigating within PaymentNet[®]

Log In - Passwords - Machine Registration

Log In for the First Time

J.P.Morgan

J.P. Morgan Commercial Card

Log In

[★ Bookmark this page](#)

Organization ID

☐ Remember my Organization ID

User IDPassword

(Case Sensitive)

[Forgot your Password?](#)[Forgot your Organization ID or User ID?](#)

Log In

Resources

- [First Time User Help](#)
- [Log In Help](#)
- [Training Center](#)
- [Customer Service](#)

Messages

Welcome to J.P. Morgan Commercial Card Online.

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First Time Log In Setup

J.P.Morgan

J.P. Morgan Commercial Card

First Time Log In Setup

1. Create Password

2. Set Security Questions

3. Register Computer

A password is required to access your J.P. Morgan Commercial Card account.
Please create a password using the requirements below.

New Password

Easy123

☒ Show Password

Confirm Password

Easy123

Password Requirements (Passwords are case sensitive)

- ☒ Between 6 and 8 characters in length
- ☒ At least 1 letter
- ☒ At least 1 number

Note:

Organization or User ID may not be used.
Previous 5 passwords may not be used.
Special characters may not be used.

Next

Help Desk

- [Help with this page](#)
- [General Log In Help](#)
- [Return to Log In Page](#)

Tips

- Depending on your organization settings, you may be required to change your password every 90 days.
- The password requirements displayed are specific to your organization.
- If special characters are allowed, only those shown may be used.

First Time Log In Setup

J.P.Morgan

J.P. Morgan Commercial Card

First Time Log In Setup

✓ 1. Create Password

2. Set Security Questions

3. Register Computer

Please answer at least three of the security questions below. Answers should be easy to remember for future password recovery. As a best practice, we recommend you answer all five security questions.

What is the name of the high school you attended?

What is your favorite flavor of ice cream?

Chocolate

What is the name of the city where you were born?

Neverland

What was the model of your first car?

What is the name of your favorite movie?

Tangled

Save

Help Desk

- [Help with this page](#)
- [General Log In Help](#)
- [Return to Log In Page](#)

Tips

- Spaces may be used when setting your security questions.
- Answers to your security questions, including any spaces, must be entered exactly as they are entered now.
- To avoid unauthorized access, you may choose to set answers that are not factually correct but are easy to remember.

First Time Log In Setup

J.P.Morgan**J.P. Morgan Commercial Card**

First Time Log In Setup

✓ 1. Create Password

✓ 2. Set Security Questions

3. Register Computer

Computer Registration

As a first time user, we automatically registered this computer to your user ID.

For security purposes, you are guided through a quick registration process when you log in from any unregistered computer. Access to the email address associated with your profile is required to complete this process.

Certain common events may cause you to reregister your computer. They could include:

- Using a different Internet browser
- Clearing the browser cookies, cache, or temporary files
- Software or hardware profile changes

If you are using a public or shared computer, close all browsers and clear the cookies after you log out.

Next

Help Desk

- [Help with this page](#)
- [General Log In Help](#)
- [Return to Log In Page](#)

Log In from Unregistered Computer

J.P.Morgan**J.P. Morgan Commercial Card**

Register Computer

We take security seriously. An access code helps us verify your identity and keep your account safe. Click the button below to receive an email with the information that you will need to access your account.

[Get Access Code](#)

[I have an access code](#)

Help Desk

- [Help with this page](#)
- [General Log In Help](#)
- [Return to Log In Page](#)

Tips

- An access code will be sent to the email address in your profile. It should arrive within a few minutes.
- If you are having problems, you can call the number on the back of your J.P. Morgan Commercial Card for assistance.

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Log In from Unregistered Computer

J.P.Morgan**J.P. Morgan Commercial Card**

Register Computer

We take security seriously. An access code helps us verify your identity and keep your account safe. Click the button below to receive an email with the information that you will need to access your account.

An email was sent to p...l@jpmchase.com with your access code.

Access Code

Password

Registration Options

☒ **Register my computer**
Please choose this option if you are on a private computer.

☐ **Do not register this computer**
Please choose this option if you are on a public or shared computer.
Be sure to sign out and close all browser windows when you have finished your session.

Help Desk

- ☒ [Help with this page](#)
- ☒ [General Log In Help](#)
- ☒ [Return to Log In Page](#)

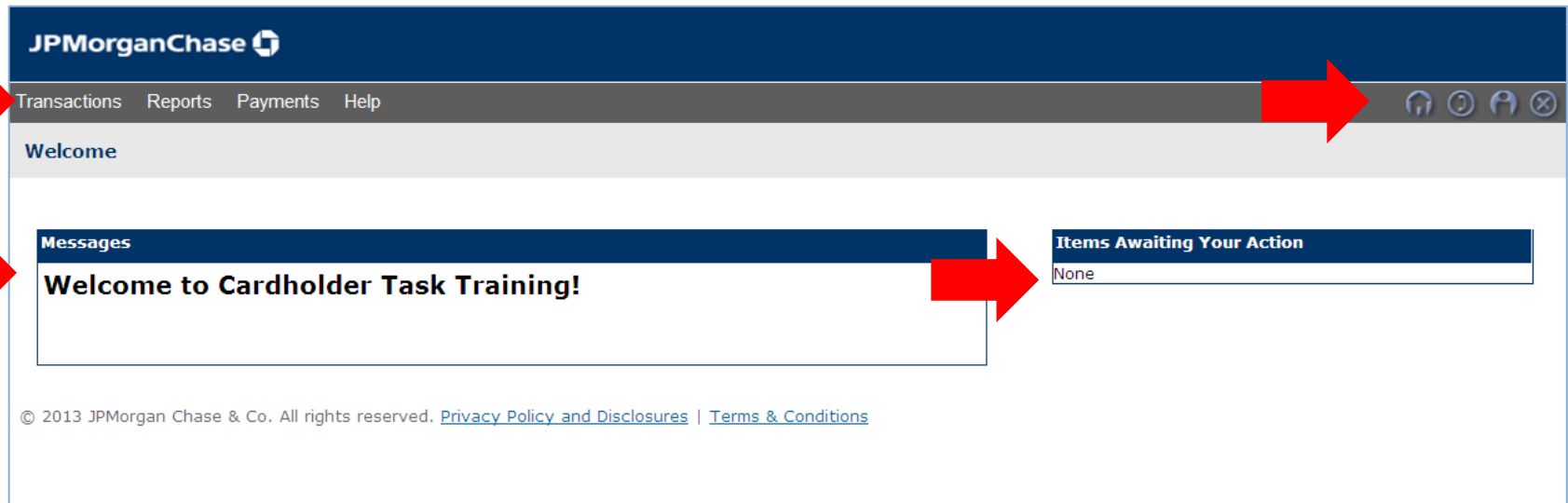
Tips

- An access code will be sent to the email address in your profile. It should arrive within a few minutes.
- If you are having problems, you can call the number on the back of your J.P. Morgan Commercial Card for assistance.

Welcome

Home Page

The Welcome Screen



My Profile



General Info - Screen Views - Accounts

Change Password and Security Questions

My Profile - Windows Internet Explorer

https://www.staging1.paymentnet.jpmorgan.com/app/myprofile/detail/generalinformation

File Edit View Favorites Tools Help

My Profile

Transactions Reports Accounts Employees Administration Help

My Profile

General Information Bank Information Screen Views Accounts

Save

User ID AdminM1130

Name Sena, Marie

E-Mail Address
marie.sena@tucsonaz.gov

Options for e-mail Notifications:

- ☒ Reports
- ☐ Transactions for Review
- ☐ Transactions for Approval
- ☐ Import Files
- ☐ Export Files
- ☐ Payments
- ☐ Mappers
- ☐ Unreconciled Orders
- ☐ Orphaned Transactions
- ☐ Account Request Errors
- ☐ Mass Update Completion
- ☐ Receipt Images Attached
- ☐ Compliance Monitoring

Edit Log On Information
[Change Password](#)
[Change Security Questions](#)

Enable Email Notifications

My Profile - Windows Internet Explorer

https://www.staging1.paymentnet.jpmmorgan.com/app/myprofile/detail/generalinformation

File Edit View Favorites Tools Help

My Profile

CITY OF TUCSON

Transactions Reports Accounts Employees Administration Help

My Profile

General Information Bank Information Screen Views Accounts

Save

User ID AdminM1130 Name Sena, Marie

E-Mail Address
marie.sena@tucsonaz.gov

Options for e-mail Notifications:

- ☒ Reports
- ☐ Transactions for Review
- ☐ Transactions for Approval
- ☐ Import Files
- ☐ Export Files
- ☐ Payments
- ☐ Mappers
- ☐ Unreconciled Orders
- ☐ Orphaned Transactions
- ☐ Account Request Errors
- ☐ Mass Update Completion
- ☐ Receipt Images Attached
- ☐ Compliance Monitoring

Edit Log On Information
[Change Password](#)
[Change Security Questions](#)

My Profile > Screen Views Tab

General Information

Bank Information

Screen Views

Accounts

Save

User ID

User1234

Name

Smith, Tom

Screen To Configure

Transaction List

Number of items per page

20

Available Columns

Account Number

Account State/Province

Audited

Authorization Number

Billed To Account

Card Delivery

Convenience Check Number

Customer Code

Diverted To

ER Number

Estimated Tax %

Exported

MCC

Merchant Country

Merchant Zip/Postal

Add >

Add All >>

< Remove

<< Remove All

Selected Columns

Approval Status (Required)

Transaction Date (Required)

Merchant City (Required)

Merchant State/province (Required)

Purchase ID (Required)

Post Date (Required)

MCC Description (Required)

Merchant Name (Required)

Merchant ID (Required)

Cardholder Last Name (Required)

Cardholder First Name (Required)

Transaction Amount (Required)

Transaction ID (Required)

Accounting Code Values (Required)

⌵

⬆

⬇

⬇

My Profile > Accounts Tab

General Information

Bank Information

Screen Views

Accounts




Save

User ID

CH223344

Name

Chris Holden

Payment	Account Number	Default	Status	Open Date	Statement delivery	Statement
	*****5651	<input checked="" type="radio"/>	Active	07/03/2006	Electronic 	

Manage Transactions from Transaction List Screen

Transaction List - Windows Internet Explorer

https://www.staging1.paymentnet.jpmorgan.com/app/transaction/list?clearSession

File Edit View Favorites Tools Help

City of Tucson

Transactions Reports Accounts Employees Administration Help

Transaction List

New Query Look For... Go Advanced

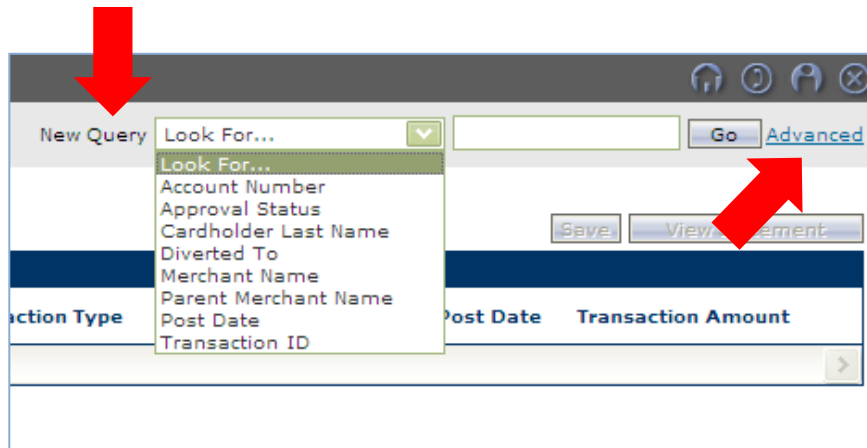
Select All Pages / Clear All Pages

Sandbox(default) Set as Default Query Save Query Delete Query Page 1 of 280 Go

	Transaction ID	Reviewed	Approved	Transaction Date	Post Date	Cardholder Last Name	Cardholder First Name	Merchant Name	Transaction Amount
<input type="checkbox"/>	302900	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	ESD	CUSTOMER SVC	COT TRANS BARRICADE	\$75.00
<input type="checkbox"/>	302899	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2013	10/31/2013	TARRANT	PERRY	IPN/PAYMENTNETWORK	\$356.25
<input type="checkbox"/>	302898	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/30/2013	10/31/2013	BODE	VICTORIA	COLLABORATIVE TESTING	\$7,295.00
<input type="checkbox"/>	302897	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	WATER	QUALITY2	EUROFINS EATON ANALYTICAL	\$5,890.00
<input type="checkbox"/>	302896	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/28/2013	10/31/2013	LOPEZ	EDWARD	AMERICAN WATERWORKS	\$144.00
<input type="checkbox"/>	302895	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	BIGGS	JEFF	PAYPAL	\$1,000.00
<input type="checkbox"/>	302894	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2013	10/31/2013	ZURBRICK	KEVIN	B AND B SELECTCOM INC	\$313.49
<input type="checkbox"/>	302893	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2013	10/31/2013	EHRESMAN	JACOB	FREIGHTLINER WESTERN S	\$46.54
<input type="checkbox"/>	302892	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2013	10/31/2013	EHRESMAN	JACOB	RWC INTERNATIONAL TUSCON	(\$221.28)
<input type="checkbox"/>	302891	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2013	10/31/2013	EHRESMAN	JACOB	RWC INTERNATIONAL TUSCON	(\$88.12)
<input type="checkbox"/>	302890	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	BONILLAS	FRANCISCO	SAEMS	\$20.00
<input type="checkbox"/>	302889	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2013	10/31/2013	TRAFFIC MAINT.	STREET	AZAGC INC	(\$25.00)
<input type="checkbox"/>	302888	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	ESD	ADMIN	SAEMS	\$85.00
<input type="checkbox"/>	302887	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	GSD	AE	SOCIAL ENTERPRISES, INC.	\$150.00
<input type="checkbox"/>	302886	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	P&R	GOLF 6106-2	THE UPS STORE 5220	\$23.95
<input type="checkbox"/>	302885	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	P&R	WEST CIVICS	ROADSAFE 3002	\$542.17
<input type="checkbox"/>	302884	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2013	10/31/2013	TARRANT	PERRY	EXPERIAN	\$22.00

Query Options

Quick Query



New Query Look For... Go [Advanced](#)

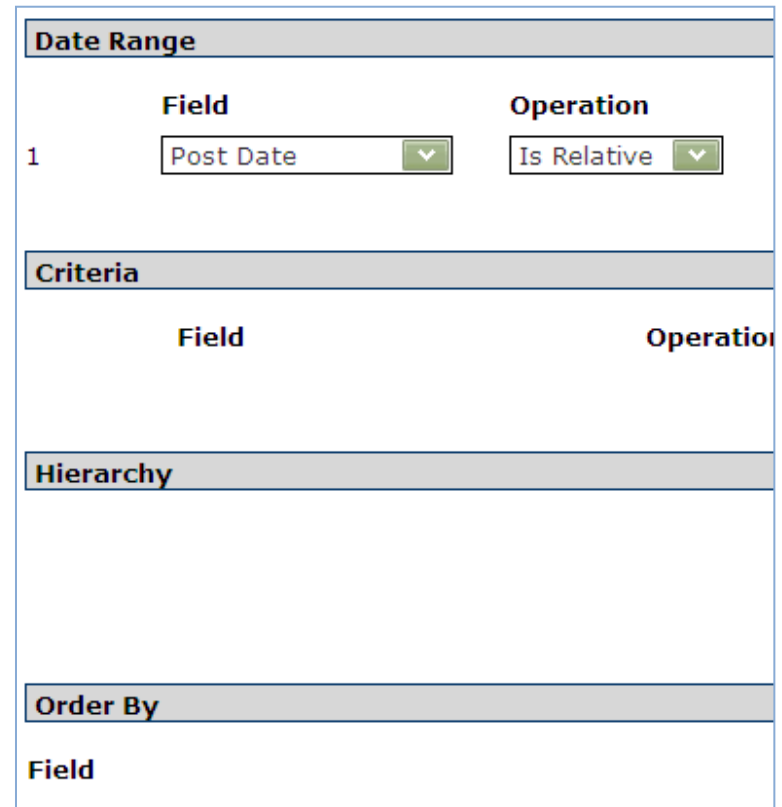
Look For...

- Account Number
- Approval Status
- Cardholder Last Name
- Diverted To
- Merchant Name
- Parent Merchant Name
- Post Date
- Transaction ID

Save View [View](#) [Print](#)

Post Date Transaction Amount

Advanced Query



Date Range

	Field	Operation
1	Post Date	Is Relative

Criteria

Field	Operation
-------	-----------

Hierarchy

Order By

Field

Transaction Detail > General Information Tab

Transaction Detail - Windows Internet Explorer

https://www.staging1.paymentnet.jpmorgan.com/app/transaction/detail?id=1178381106001&selectAllInd=true&startPreviousNextNavigation=

File Edit View Favorites Tools Help

Transaction Detail

Transactions Reports Accounts Employees Administration Help

Transaction Detail [List](#)

General Information Addendum History |< <Previous 1 of 1 Next> >|

Save Add Lines Dispute

Settlement Method Commercial Card
Transaction Type Purchase
Account Number *****Q174
Transaction Date 10/21/13
Post Date 10/23/13
MCC 5965
Merchant OFFICE DEPOT #5101
800-463-3768, AZ, US
Original Merchant OFFICE DEPOT #5101
Parent Merchant OFFICE DEPOT #5101
Exported ☐
Customer Code 31111
Micro Reference 24445743295100406785667
Authorization Number 007339
Transaction ID 301295
Original Currency USD
Original Amount \$12.78
Tax \$0.96
Settlement Currency USD
Total \$12.78

Accounting Codes
Chart of Accounts COA - US64436
*** Fund** 001 - GENERAL FUND
*** Department** 135 - PROCUREMENT
*** Unit** 1350 - PURCHASING-ADMI
*** Object** 311 - OFFICE SUPPLIES
Activity None
Program None
PO# or TO# 31111
(NUMBERS ONLY)
Enter Sales Tax (NO \$ symbol)

Transaction Custom Fields
Reviewed ☒
Approved ☒
Svc/Tax Exempt ☒
No Receipt ☐

Transaction Notes
testing this field and PO# field on 12/11/13. M.S.
2951 characters remaining.

Transaction Detail > General Information Tab

Transaction Detail - Windows Internet Explorer

https://www.staging1.paymentnet.jp.morgan.com/app/transaction/detail?id=1178381106001&selectAllInd=true&startPrevNextNavigations=

File Edit View Favorites Tools Help

Transaction Detail

Transactions Reports Accounts Employees Administration Help

Transaction Detail

List

General Information Addendum History |< <Previous 1 of 1 Next> >|

Save Add Lines Dispute

Settlement Method Commercial Card
Transaction Type Purchase
Account Number *****9174
Transaction Date 10/21/13
Post Date 10/23/13
MCC 5963
Merchant OFFICE DEPOT #5101
800-463-3768, AZ, US
Original Merchant OFFICE DEPOT #5101
Parent Merchant OFFICE DEPOT #5101
Exported ☐
Customer Code 31111
Micro Reference 24445743295100406785667
Authorization Number 007339
Transaction ID 301295
Original Currency USD
Original Amount \$12.78
Tax \$0.96
Settlement Currency USD
Total \$12.78

Accounting Codes

Chart of Accounts COA - US64436

*** Fund** 001 - GENERAL FUND
*** Department** 135 - PROCUREMENT
*** Unit** 1350 - PURCHASING-ADMI
*** Object** 311 - OFFICE SUPPLIES
Activity None
Program None
PO# or TO# (NUMBERS ONLY) 31111
Enter Sales Tax (NO \$ symbol)

Transaction Custom Fields

Reviewed ☒
Approved ☒
Svc/Tax Exempt ☒
No Receipt ☐

Transaction Notes
testing this field and PO# field on 12/11/13. M.S
2951 characters remaining.

Accounting Codes by Line Item Level

Transaction Detail - Windows Internet Explorer

https://www.staging1.paymentnet.jpmorgan.com/app/transaction/detail?id=1187740702001&selectAllInd=true&startPreviosNextNavigation:

File Edit View Favorites Tools Help

Transaction Detail

Tax \$0.00
Settlement Currency USD
Total \$20.00

☒ Line Item Level Accounting

Line Totals
100% \$ 20.00

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	10.00	<input type="checkbox"/>	50.00	10.00

Accounting Codes

Chart of Accounts COA - US64436

Fund 002 - ENVIRMT SVCS

Department 460 - ENVIRONMENTAL SERVICES

Unit 4606 - DEBT SERV OTHER

Object 311 - OFFICE SUPPLIES

Activity None

Program None

PO# or TO# (NUMBERS ONLY) 31111

Enter Sales Tax (NO \$ symbol)

Transaction Custom Fields

Reviewed ☒

Approved ☐

Svc/Tax Exempt ☐

No Receipt ☐

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	10.00	<input type="checkbox"/>	50.00	10.00

Accounting Codes

Chart of Accounts COA - US64436

Fund 002 - ENVIRMT SVCS

Department 460 - ENVIRONMENTAL SERVICES

Unit 4606 - DEBT SERV OTHER

Object 311 - OFFICE SUPPLIES

Activity None

Program None

PO# or TO# (NUMBERS ONLY) 31111

Enter Sales Tax (NO \$ symbol)

Transaction Custom Fields

Reviewed ☒

Approved ☐

Svc/Tax Exempt ☐

No Receipt ☐

< Previous 6 of 3887 Next >

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Internet | Protected Mode: Off

Transaction Details > Addendum Details

Transaction Detail - Windows Internet Explorer

https://www.staging1.paymentnet.jpmmorgan.com/app/transaction/detailAddendum?id=1178381106001&sourcePage=&massUpdateReturnU

File Edit View Favorites Tools Help

Transaction Detail

Transactions Reports Accounts Employees Administration Help

Transaction Addendum Detail - Purchase [List](#)

General Information **Addendum** History |< <Previous 1 of 1 Next> >|

Transaction Date	10/21/2013	Merchant Tax Registration Number	59-2663954
Post Date	10/23/2013	Customer Tax Registration Number	
Merchant	OFFICE DEPOT #5101	VAT Invoice Number	
	800-463-3768, AZ	Ship From Zip/Postal Code	
Transaction ID	301295	Destination Zip/Postal Code	
Transaction Amount	\$12.78	Destination Country	
		Customer Code	31111
		Order Date	10/18/2013
		Freight Amount	\$0.00
		Discount Amount	\$0.00
		Local Tax Amount	\$0.96
		Sales Tax Amount	\$0.96
		VAT Amount	\$0.00
		Other Tax Amount	\$0.00
		Duty Amount	\$0.00

[Add To Line Items](#)

Product Code	Item Description	Quantity	Unit	Each	Tax Rate	Tax Amount	Discount	Extension
808725	CARTRIDGE,STAPLES,F/#500	2	NMB	\$5.91	\$0.00	\$0.00	\$0.00	\$11.82

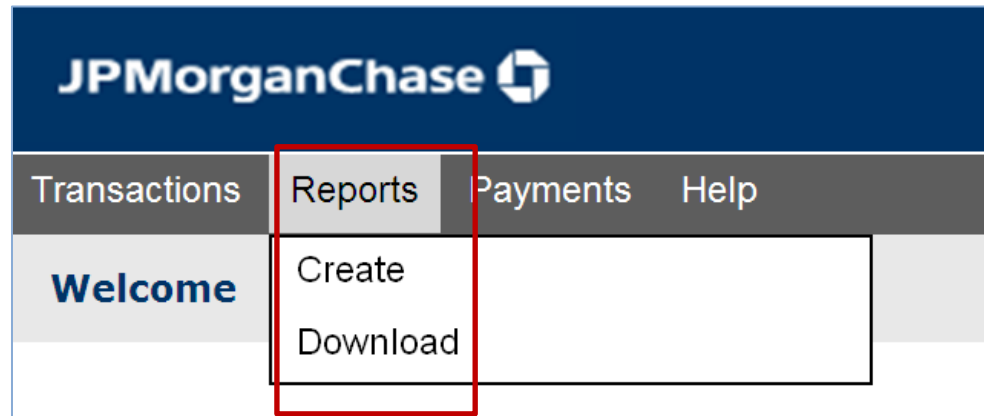
|< <Previous 1 of 1 Next> >|

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Reports Module

Create - Download

Report Submenus



Create populates the **Report List** screen which is the starting point for creating or scheduling reports.

Download populates the **Downloads** screen which displays all processed and scheduled reports and is also the place where files can be downloaded or deleted.

Reports

Transactions Reports Payments Help			
Report List			
Report Type All			
Name ▲	Type	Description	Schedule
Air Travel Activity	Transaction	This report will be used to analyze the dollars spent on air travel for each account within each hierarchy level. Sub-totals are provided for each hierarchy level, as well as a grand total for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Departure Date, Transaction Date, Origination, Destination, Ticket Number, Referenced Transaction Amount and the Transaction Amount.	
Air Travel Activity - MS EXCEL	Transaction	This report will be used to analyze the dollars spent on air travel for each account within each hierarchy level. The report lists: Account Name, Account Number, Traveler Name, Departure Date, Transaction Date, Origination, Destination, Ticket Number, Referenced Transaction Amount and the Transaction Amount.OPTIMIZED FOR MS EXCEL.	
Airline Spending Analysis by Merchant	Merchant	This report identifies the airline carrier used most frequently and can be used for negotiations with airlines. The report grand total at the end of the report. The report lists: Carrier, Total Transaction Amount, Total Number of Transactions and Transaction Average.	
Airline Ticket Credit Summary	Transaction	This report can be used to monitor airline credit transactions. The report lists: Ticket Number, Departure Date, Traveler Name, Merchant Name, Transaction Date, Post Date, Travel Agency and Credit Transaction Amount.	
Car Rental Spending Analysis by Merchant	Merchant	This report summarizes spending at car rental merchants that can be used for rate negotiations. The report is sorted by merchant name, and lists grand total at the end of the report. The report lists: Merchant Name, Total Transaction Amount, Total Number of Transactions, and the Transaction Average.	

Help Module

Help for this Page - Help Index

Help for this Page - Transaction List Page

PaymentNet Help > Transaction List

Transaction List

The **Transaction List** screen displays transactions which have posted to the account within the last 30 days and have not been exported. Data older than 30 days is available by performing a query. If you have created and saved your own default query for the Transaction List screen, your new default will display. Using the Transaction List screen, you may:

- View transaction details
- View statements
- Perform mass updates
- View addendum information

Help Topics

[Viewing a Transaction](#)

[Running a Mass Update for Multiple Transactions](#)

See Also

[Configuring an Export File](#)

[Viewing a Statement](#)

[Reviewing Vendor Addendum Details](#)

[Multi-Select](#)

JPMorganChase

Transactions Reports Payments Help


Transaction List





















Help For This Page


Help Index

Help Index

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-  [Working with Accounting Codes and Chart](#)
-  [Managing Card Accounts](#)
-  [Managing Employees](#)
-  [Exports and Imports](#)
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JPMorganChase 

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[Help Index](#)

Help Screen Contents Display

The screenshot displays the J.P. Morgan PaymentNet Online Help interface. At the top, there is a navigation bar with links for 'Contents', 'Index', 'Search', and 'Glossary'. A search box with a 'GO' button is also present. The left sidebar contains a tree view of help topics, with 'Related Files' currently selected. The main content area is titled 'PaymentNet Help > Related Files' and features a 'PaymentNet Online Help' link. The 'Related Files' section includes a paragraph explaining that users can view and download files related to PaymentNet, such as the 'PaymentNet User Guide' and import file templates. Below this, a section titled 'This topic explains the following:' lists three items: 'User Documentation', 'Import File Templates', and 'Report Resources'. The 'User Documentation' section further details that the documentation set includes 'user guides' and 'quick reference cards'. It then lists two specific guides: 'PaymentNet User Guide' and 'J.P. Morgan Commercial Card Mobile Website Quick Start Guide'. Finally, the 'Quick Reference Cards' section lists four cards: 'Logging On Quick Reference Card', 'Corporate Cardholder Quick Reference Card', 'Purchasing Cardholder Quick Reference Card', and 'Program Administrator Quick Reference Card'.

Contents Index Search Glossary

- Search - GO J.P.Morgan

PaymentNet Help > Related Files

PaymentNet Online Help

Related Files

From this topic, you can view and download files related to PaymentNet. You can access PaymentNet user documentation, including the *PaymentNet User Guide*, and download import file templates. In addition, this topic provides access to resources that can assist you with running reports.

This topic explains the following:

- [User Documentation](#)
- [Import File Templates](#)
- [Report Resources](#)

User Documentation

The PaymentNet documentation set includes [user guides](#) and [quick reference cards](#).

User Guides

- [PaymentNet User Guide](#)
- [J.P. Morgan Commercial Card Mobile Website Quick Start Guide](#)

Quick Reference Cards

- [Logging On Quick Reference Card](#)
- [Corporate Cardholder Quick Reference Card](#)
- [Purchasing Cardholder Quick Reference Card](#)
- [Program Administrator Quick Reference Card](#)

24/7 Link to Online Help

<https://www.paymentnet.jpmorgan.com/help/PaymentNet4.html>